

**CITY OF MOUNTAIN VIEW  
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE  
BYLAWS, ROLES AND RESPONSIBILITIES**

**ARTICLE I—NAME**

The name of the Committee is the City of Mountain View Bicycle/Pedestrian Advisory Committee, hereinafter referred to as the "Bicycle/Pedestrian Advisory Committee."

**ARTICLE II—PURPOSE**

The purpose of the Bicycle/Pedestrian Advisory Committee is:

1. To promote the development and maintenance of the City's bikeway and pedestrian facilities;
2. To promote, through education, bicycling as an alternative means of transportation; and
3. To ensure sensitivity to bicycle, pedestrian and disabled transportation issues in the design and implementation of all public works projects which impact bicycles and pedestrians.

**ARTICLE III—MEMBERSHIP**

**Section 1. Composition.** Members of the Bicycle/Pedestrian Advisory Committee shall be appointed by the City Council of Mountain View. The Bicycle/Pedestrian Advisory Committee shall consist of five (5) members who shall live or work within the City limits and have a strong interest and enthusiasm for the planning, improving and maintaining of bicycle and pedestrian facilities. A majority of the members shall be Mountain View residents.

**Section 2. Term of Membership.** Terms of membership of the Bicycle/Pedestrian Advisory Committee shall be for two (2) years. In the initial year, terms shall be staggered in which three (3) members shall be appointed for four (4) years and two (2) members shall be appointed for two (2) years. The appointments to the different terms shall be designated by the Council Appointments Review Committee and shall commence on the date of Council approval of the appointments. Members can serve two (2) consecutive four (4)-year terms for a total of eight (8) years, except those members who were appointed initially for two (2) years can serve an additional two (2) consecutive four (4)-year terms for a total of ten (10) years.

**Section 3. Voting Rights.** Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members. Voting by proxy or absentee ballot shall not be permitted.

**Section 4. Resignation and Termination of Membership.** Any member may resign by filing a written resignation with the Chairperson of the Bicycle/Pedestrian Advisory Committee and the City Clerk. Any member who misses three (3) consecutive unexcused meetings shall be deemed to have resigned.

**Section 5. Vacancies.** Vacancies in the membership of the Bicycle/Pedestrian Advisory Committee shall be filled in the same manner as provided in the case of the original selection in accordance with Article III, Sections 1 and 2.

#### **ARTICLE IV—MEETINGS OF MEMBERSHIP**

**Section 1. Regular Meetings.** Regular meetings shall be scheduled at least bimonthly. The Bicycle/Pedestrian Advisory Committee may cancel meetings or may schedule additional meetings as deemed necessary.

**Section 2. Special Meetings.** Special meetings of the Bicycle/Pedestrian Advisory Committee may be called by the Chairperson or Vice Chairperson.

**Section 3. Place of Meetings.** The Bicycle/Pedestrian Advisory Committee shall designate a place within the City as the place of any meeting.

**Section 4. Notice of Meetings.** Notice stating the place, day, hour and agenda of any meeting of members shall be delivered, either personally or by mail, to each member not less than four (4) days before the date of such meeting, by or at the direction of the Chairperson or Vice Chairperson. If mailed, notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the Bicycle/Pedestrian Advisory Committee, with postage thereon paid.

**Section 5. Quorum.** A quorum shall constitute three (3) members.

#### **ARTICLE V—COMMITTEE ROLE AND RESPONSIBILITIES**

The Bicycle/Pedestrian Advisory Committee shall be an advisory body to the City Council Transportation Committee (CTC) on matters relating to bicycle and pedestrian transportation. The fundamental responsibility of the Bicycle/Pedestrian Advisory Committee shall be to advise and make recommendations to the City Council

Transportation Committee on policy, improvement, operation and maintenance of the City's bicycle/pedestrian facilities. The Committee's role which defines and supports this basic charge includes, but is not specifically limited to, the following:

- Propose, review, prioritize and recommend bicycle/pedestrian/disabled transportation projects for application to the Metropolitan Transportation Commission for the annual Transportation Development Act, Article 3 funds. (The application for these funds is usually required by December 31 of each year.) Review and recommend projects for other State or Federal bicycle, pedestrian or access grant programs.
- Participate in the development and review of comprehensive bicycle/pedestrian facility plans and regulations (e.g., bicycle/pedestrian section of the Circulation Chapter of the General Plan, other circulation plans of the City, Zoning Ordinance requirements for bicycle parking).
- Review the City's existing bikeway system and pedestrian facilities and make recommendations on operational improvements to the existing bicycle/pedestrian facilities.
- Make recommendations on capital improvements to bicycle/pedestrian facilities (e.g., bikeways, pedestrian/bicycle bridges, bike parking facilities, intersection and traffic signals and walkways, etc.).
- Review public and private development projects that impact bicycle and pedestrian facilities to ensure adequate consideration of the needs of bicyclists, pedestrians and the disabled (site access, bicycle parking, etc.).
- Review the City's roadway system for bicycle suitability.
- Work with the Police Department to promote bicycle/pedestrian safety through education and enforcement.

## **ARTICLE VI—OFFICERS**

**Section 1. Officers.** The officers of the Bicycle/Pedestrian Advisory Committee shall be a Chairperson and a Vice-Chairperson. The coordination of staff support shall be designated by the City Manager.

**Section 2. Election of Officers.** The officers shall be elected annually by the Bicycle/Pedestrian Advisory Committee members from their own membership at the first meeting each fiscal year beginning July 1.

**Section 3. Duties.** The Chairperson shall preside at all meetings of the members. The Chairperson shall also be the City's designated representative to the Valley Transportation Agency's Bicycle Advisory Committee. The Vice-Chairperson, in the absence of the Chairperson, shall perform duties of the Chairperson. The City of Mountain View staff person shall act as the Committee secretary and record and preserve the minutes of all meetings of the membership.

#### **ARTICLE VII—DURATION AND REVIEW OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE**

The Bicycle/Pedestrian Advisory Committee shall continue for as long as the City Council deems necessary or desirable. The Mountain View City Council shall have the authority to dissolve the Bicycle/Pedestrian Advisory Committee upon determination that it is in the best interest of the City that the Bicycle/Pedestrian Advisory Committee be dissolved. The Council may review the Committee's activities and make changes in their role or functions as needed.

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